

Administration

General Administration
Policies

Housing

POLICY:

- .01 The Laboratory provides limited housing, as available, to eligible persons who have official business at, are employed by, or work at the Laboratory.
- .02 The Laboratory will comply with all applicable statutes, regulations and orders regarding availability of housing.
- .03 Tenants must treat Laboratory housing, including furnishings, with the same care with which they are required to treat Laboratory work sites and contents.

BUS-DO HOUSING OFFICE:

- .04 The Business Operations Division Office (BUS-DO) administers the Laboratory's Housing Office. All Laboratory-sponsored housing needs must be coordinated through the BUS-DO Housing Office.

ELIGIBILITY:

- .05 Employees of the Laboratory, subcontractors to the Laboratory, and individuals working at the Laboratory are eligible to apply for housing. For example, visiting scientists and Department of Energy personnel working onsite at the Laboratory are eligible. All applicants must have a Laboratory sponsor (ordinarily, the group or organization with which they are working).

NOTE: Apartments are primarily for short-term occupancy. Short-term means "less than one year in duration." This housing is intended to be temporary only, and should not be used as permanent housing. A specified number of apartments will be set aside for longer-term occupancy and length of rental for these apartments will be considered on a case-by-case basis.

In addition to providing housing pursuant to this subject, the BUS-DO Housing Office may also attempt to locate other available short-term housing for eligible persons. In such cases, the

Housing

eligible person will deal directly with the landlord; the Laboratory will act only as a clearinghouse, will have no responsibility regarding the housing arrangement, and the provisions of this subject will not apply.

RESPONSIBILITIES:

Host or Sponsor

- .06 Laboratory sponsors must confirm an applicant's assignment at the Laboratory before the Housing Office will assign housing units. By confirming an applicant's request for housing, the sponsor agrees to accept financial responsibility while the applicant (tenant) resides in Laboratory sponsored housing (any housing leased by the Laboratory). The liability includes expenses incurred from lost rent, fees, or damages beyond normal wear and tear to an apartment that are caused by the tenant. The sponsor is liable only if the Housing Office cannot collect from the tenant. *See also* [.08](#) and [.09](#).

Tenants

- .07 ***Rental Agreement*** - All tenants must sign a rental agreement with the BUS-DO Housing Office.
- .08 ***Rental Payments*** – Rent payments are the responsibility of the tenant and arranged with the BUS-DO Housing Office. The sponsoring organization may not subsidize rental payments of tenants without prior approval of the Housing Office.
- .09 ***Discipline*** - Tenants are responsible for any violation of the housing policy, rental agreement, applicable regulations, ordinances and laws. This includes damages to facilities and furnishings beyond normal "wear and tear." Violations by employees may result in disciplinary action up to and including termination of employment and/or eviction from housing. Violations by nonemployees may result in eviction from housing and/or termination of association with the Laboratory.

Housing

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PROCEDURES:

These procedures effective until further notice.

**Housing
Request Form**

- .10 Applicants for housing must complete the Housing Request Form, which is available from the BUS-DO Housing Office.

NOTE: Applicants may be required to provide a deposit.

Arrival Date

- .11 Prospective tenants must notify the BUS-DO Housing Office if they intend to arrive at a time other than the scheduled occupancy date. The unit will be held until 5 p.m. on the arrival date indicated on the Housing Request Form. Thereafter, the prospective tenant must reapply for housing. Arrangements for access before the scheduled occupancy date must be made in advance with the BUS-DO Housing Office.

Reservations

- .12 All reservations are guaranteed only for the period stated in the rental agreement. The BUS-DO Housing Office may allow extensions of agreement on a case by case basis.

Termination

- .13 Tenants must notify the BUS-DO Housing Office when their active employment or association with the Laboratory is terminated.

NOTE: Notification of termination of employment or assignment or conversion to casual status must be submitted to the BUS-DO Housing Office within 1 week following the action. The Housing Office may make exceptions when employees are not given at least one week's notice before termination. In no event may a tenant stay in Laboratory Housing longer than 1 week beyond termination of active employment or association with the Laboratory.